

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
916/445-7046



May 4, 1981

ALL-COUNTY LETTER NO. 81-48

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY STAFF DEVELOPMENT OFFICERS
ALL FISCAL OFFICERS
ALL COUNTY AUDITORS

SUBJECT: WELFARE FRAUD INVESTIGATOR TRAINING

All-County Information Notice No. 1-113-80, dated October 16, 1980 provided counties the requirements for attaining peace officer status for Welfare Fraud Investigators, as it relates to the passage of Senate Bill 1447.

This is to provide counties funding provisions and claiming instructions for the costs incurred by Welfare Fraud Investigators attending the POST certified training course required by Penal Code Section 830.2.

For Fiscal Year 1980/81, one hundred (100) percent reimbursement is available for the travel, per diem and registration costs for currently employed County Fraud Investigators approved to attend this training course. To insure the necessary funds are available, you are to submit information on the number of participants who will be attending this training and an estimate of those training costs noted above. This information should be forwarded for approval to:

Department of Social Services
Fraud Prevention Bureau
744 P Street, Mail Station 19-26
Sacramento, CA 95814

The County Administrative Expense Claim will not be used for claiming these costs. Instead, counties are to report these costs on the (attached) GEN 215, Claim for Reimbursement, Local Agency Special Project. Instructions for completing this form are on the reverse side.

If you have any questions regarding the requirements of peace officer status, please contact the Fraud Prevention Bureau at 916/920-7638; should you have questions concerning funding, contact Fiscal Policy and Procedures Bureau at 916/445-7046.

Sincerely,


CLAUDE E. FINN
Deputy Director
Administration

Attachment

cc: CWDA

**CLAIM FOR REIMBURSEMENT -
DEMONSTRATION PROJECT**

NAME AND ADDRESS OF CLAIMANT

FRAUD PREVENTION BUREAU
STATE DEPARTMENT OF SOCIAL SERVICES
744 P STREET M.S. 19-26
SACRAMENTO, CALIFORNIA 95814

PROJECT TITLE

CONTRACT NUMBER

☐

Progress claim, No. _____

☐

Final Claim

Covering Expenditures for the Period
_____ through _____

CLASSIFICATION OF EXPENDITURES	(A) TOTAL COSTS TO DATE	(B) COSTS PREVIOUSLY CLAIMED	(C) NET AMOUNT THIS CLAIM
Salaries and Wages			
Employee Benefit Costs			
Travel Expenses			
Supplies, Materials, Communications, and Rental of Equipment			
Equipment Purchase			
Rental of Office Space			
Alterations and Improvements			
Services of Other Governmental Agencies			
Others			
TOTAL ALL CLASSES			

I CERTIFY, that I am a duly appointed, qualified and acting officer of the herein-named claimant; that the costs being claimed herein are in all respects true, correct and in accordance with the contract provisions; that the funds were expended or obligated during the grant period; and that the net amount claimed above has not been previously presented to or reimbursed through the Department of Social Services.

SUBMITTED BY (WELFARE DIRECTOR OR PROJECT DIRECTOR) NAME

TITLE

SIGNATURE

DATE CLAIM PRESENTED

DSS ACCOUNTING USE ONLY

TOTAL BUDGET	PRIOR CLAIMS	BALANCE	AUTHORIZED FOR THIS CLAIM
\$	\$	\$	\$

**CLAIMING INSTRUCTIONS FOR COSTS OF DEMONSTRATION PROJECTS
(WELFARE & INSTITUTIONS CODE, SECTIONS 18200 — 18204)**

In order that the maximum reimbursement available be provided to agencies or organizations for costs of special projects, claims for reimbursement of such costs and the reporting of expenditures will be made in the following manner:

All reimbursable costs related to the project will be reported to the Department of Social Services on this form, Claim for Reimbursement (in quadruplicate), and will be segregated into the classes as specified. Separate claims will be made for each project and claim period. Expenditures are defined as follows:

Salaries and Wages: Salary and wage costs for employees' time spent on the project.

Employee Benefit Costs: The agency's share of costs of employee benefit plans paid for employees spending time on the project. Include costs for such plans as workmen's compensation insurance, unemployment insurance, health and hospital insurance, old age and survivors insurance and other retirement plans.

Travel Expenses: Include agency costs for transportation, meals, lodging and incidental travel costs incurred in the performance of duties necessary to the project.

Supplies, Materials, Communications and Rental of Equipment: Include costs to the agency for general office supplies, telephone, telegraph, postage, printing, maintenance and repair of purchased equipment; heat, light, power, water, maintenance and repair of office space; janitorial supplies and services; and any other such items incidental to the operation of the project.

Equipment Purchase: Cost of equipment purchased for use in the project (including purchases on a rental purchase contract).

Rental of Office Space: Rental cost of space occupied in the operation of the project.

Alterations and Improvements: Include costs of alterations or repairs of an extensive nature involving substantial structural changes or replacements necessary for the proper and efficient administration of the project. Do not include normal maintenance or upkeep charges.

Services of Other Governmental Agencies: Whenever a governmental agency operating an authorized project finds it necessary to obtain services from other governmental agencies to complete operations of the project for which the original agency has responsibility, the cost of such services are recognized as project costs. In such cases, costs must be determined through the counties' approved A-87 plan.

Others: Include any approved costs identifiable to the operation of the project which are not included in the above classifications.

Total project costs expended to date will be reported in Column A.

Amount of expenditures previously claimed for reimbursement will be reported in Column B.

County Welfare Departments: Project costs not reimbursable from project funds will be included in the regular Administrative Expenditures Claim and will be subject to federal and/or state reimbursement in the same manner as other administrative expenditures of county welfare departments.

Current project costs reimbursable from project funds will be reported in Column C. The amounts in Column C are equal to Column A minus Column B.

Records identifying costs claimed shall be maintained on file in the county for three years or until notification of completion of audits for the applicable period is received from the State Department of Health, whichever is earliest.